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MINUTES
REGULAR MEETING
BOARD OF TRUSTEES
CENTRAL WASHINGTON UNIVERSITY
ROOM 143
BOUILLON HALL
SEPTEMBER 11, 1981
7:00 P.M.

RECEIVED
FEB 1 1982
COLLEGE OF LETTERS
AND SCIENCES

The regular meeting of the Board of Trustees was called to order by Chairman Don F. Broughton, in the Board of Trustees' Room, Bouillon Hall 143, on the campus of Central Washington University in Ellensburg, Washington.

ROLL CALL

Present

Mr. Don F. Broughton, Chairman
Mr. Sterling Munro, Vice Chairman
Mr. Thomas S. Galbraith
Mr. James Hogan
Mrs. Linda J. Clifton

Others

Dr. Donald L. Garrity, President
Dr. Edward J. Harrington, Vice President for Academic Affairs
Mr. Courtney S. Jones, Vice President for Business & Financial Affairs
Dr. Donald E. Guy, Dean of Students

APPROVAL OF MINUTES

MOTION NO. 5460: Mr. Munro moved, seconded by Mr. Hogan, to approve the minutes for the regular meeting of June 19, 1981, as written. The motion carried.

CHANGES TO THE AGENDA

There were no changes to the agenda distributed at the meeting.

REPORTS

Status of Reserves and Budget Changes, August 26, 1981

No questions were raised on the Status of Reserves and Budget Changes reported by Courtney Jones for the period ending August 26, 1981.

Capital Projects Under \$100,000

There were no questions regarding the report delivered by Courtney Jones.

Resignations

The following resignations were reported to the Board:

Gloria Craig, Secretary to the Vice President for Business and Financial Affairs, effective July 1, 1981

David Lundy, Physician at the Health Center, effective September 21, 1981

The Board expressed their regret at Dr. Lundy's resignation and asked Dr. Guy to extend to Dr. Lundy their thanks for his services to the University.

Release from Contract

The following release from contract was reported:

Glenn Hartmann, Assistant Director, Central Washington Archaeological Survey, effective July 15, 1981

Terminations of Adjunct Appointments

The Board was advised of the following terminations of adjunct appointments, effective fifteen days from date notified:

Glenn Hartmann, Adjunct Assistant Professor of Anthropology

Margaret M. Wilson, Adjunct Associate Professor in the Allied Health Sciences Program

Administrative Reassignment

The administrative reassignment and reappointment of Dr. David Lygre as Assistant Dean, College of Letters, Arts and Sciences was reported to the Board by President Garrity, effective September 1, 1981 through August 31, 1982.

Faculty Reassignment

Reassignments of the following faculty were reported to the Board:

Gary C. Frederick, Associate Professor of Physical Education, reassigned as Athletic Director and Assistant Football Coach, effective September 1, 1981, through August 31, 1982

Barbara A. Miller, Teaching Associate, reassigned as Director of Hebel Children's School, effective September 1, 1981 through June 14, 1982, or until a new director is employed, whichever comes sooner

Reappointments - Part-time/Temporary

Reappointments were reported to the Board as follows:

David A. Autry, Animal/Research Handler, effective from September 1, 1981, through November 30, 1981

Arthur G. Bowman, Acting Professor of Business Administration, effective part-time for the 1981-82 academic year only

Stephen R. Burns, Acting Instructor of Technology and Industrial Education, effective part-time, fall quarter, 1981, only

Lori B. Clark, Assistant Coach, effective for the 1981-82 academic year only

Elizabeth L. Dodge, Lecturer of Special Education, effective for the 1981-82 academic year only

David H. Gorrie, Lecturer in Business Administration, effective on a half-time basis for the 1981-82 academic year

Jacqueline M. Grebmeier, Project Assistant for Marine Cultural Resource Management, one-month extension of contract through September 30, 1981

Richard L. Green, Assistant Marine Archaeologist for Marine Cultural Resource Management, extension of contract through September 30, 1981

Allen R. McMillan, Acting Lecturer of Law and Justice, effective part-time for the 1981-82 academic year

Gary I. Parson, Lecturer in Business Administration, effective full-time fall quarter, 1981, and part-time (53%) January through June, 1982

Frederick C. Skinner, Acting Instructor of Technology, effective part-time fall quarter, 1981, only

Richard D. Wood, Professor of Flight Technology, effective July 1 through September 30, 1981, only

New appointments

New appointments were reported to the Board as follows:

Robert S. Fuchs, Instructor of Flight Technology, for 1981-82 academic year only

Russell L. Nichols, Supervisor, Parks Visitation in Leisure Services, effective for pre-autumn assignment only

Susanne P. Villar, Assistant Professor of Librarianship, effective July 15, 1981 through January 14, 1982, only

Reappointments of Administrative Exempt Staff

Following is a list of the Administrative Exempt reappointments reported to the Board for the contract period September 1, 1981 through August 31, 1982:

Reporting to the President

Jones, Gail, Director of Alumni Affairs
Jones, Jerry, Special Assistant to the President
Lium, Larry, Director of University Relations & Development
Solomon, Guy, Director, Public Information, University Relations

Reporting to the Vice President for Academic Affairs

Applegate, Jimmie R., Dean, School of Professional Studies
Benson, William L., Assistant Vice President for Off-Campus Programs
Bradberry, Bruce M., Director of Admissions
Hill, Timothy H., Assistant Director of Cooperative Education
Keevil, Claudia R. (Steen), Education Coordinator of the Medical Technology Program
Leavitt, Doris A., Assistant Director of Admissions
Pappas, James G., Dean of Admissions and Records
Reyes, Carlos, Assistant Director of Admissions/Minority Counselor
Richards, Kent D., Associate Dean for Graduate Studies and Research
Schneider, Frank A., Dean of Library Services
Williams, Burton J., Dean, College of Letters, Arts and Sciences

Reporting to the Vice President for Business and Financial Affairs

Antonich, Joseph M., Controller
Olson, Verlon, Director, Computer Services
Purcell, Everell, Conference Field Representative & Coordinator
Staneff, John, Associate Director, Computer Services

Reporting to the Dean of Students

Clayton, Ethel Rose, Advisor, Educational Opportunities Program
Hill, Susan C., Family Nurse Practitioner, Student Health Center
Hoodye, Ronald, Assistant Director of Financial Aid
Keeler, Carl W., Director of Residence Living
Lopez, Mike, Assistant Dean of Minority Affairs and Educational Opportunity
Malde, Robert D., Assistant Director of Career Planning and Placement
Meier, Richard L., Assistant Dean of Students
Moawad, Karen M., Director of the SUB Operations
Padilla, Manuel C., Advisor, Educational Opportunities Program
Snyder, Myrtle C., Advisor, Educational Opportunities Program
Sonnen, John K., Assistant Director of Residence Living
Thelen, Celestine (Sally), Director and Women's Health Care Specialist, Student Health Center
Thompson, Dorothy (Ann), Coordinator of the Handicapped Student Services
Trujillo, Gregory, Associate Dean of Students

Continuing Contract, Administrative Exempt Staff

The following continuing contract for administrative exempt staff was reported:

Reporting to the Vice President for Business and Financial Affairs

Ross, William F., Director, Facilities Planning and Construction

New Appointments - Administrative Exempt Personnel

Appointments of Administrative Exempt Personnel were reported to the Board as follows (appointments running through August 31, 1982 unless otherwise noted):

Axelson, LaVelle, Secretary to the Vice President for Business and Financial Affairs, effective September 8, 1981

Craig, Gloria J., Secretary to the President, effective July 1, 1981

Naas, Raymond D., University Store Manager, effective August 1, 1981

Laney, Steven R., M.D., Physician, Student Health Center, effective October 1, 1981 through June 30, 1982

Department Report

George G. Town, Associate Professor of Computer Science and Director, Computer Science Program, was introduced to the assembly by President Garrity to present a report on the Computer Science Program.

Mr. Town related the facts on the goals and objectives of the program, its potential now and in the future, and what the present capabilities of the program offer the user. Mr. Town further explained the staffing in the Computer Science Program and how the users are served.

Upon completion of his report, the Board accepted Mr. Town's invitation to tour the facility which is located on the first floor of Bouillon Hall and gain an introduction to the equipment now available. A recess was declared at 7:45 P.M.

The meeting was reconvened at approximately 8:10 P.M. and the Board thanked Mr. Town for his report and for the tour.

NEW BUSINESS

Election of Secretary to the Board of Trustees

MOTION NO. 5461: Mr. Galbraith moved, seconded by Mrs. Clifton, that Mrs. Gloria Craig be elected as Secretary to the Board of Trustees, effective immediately. The motion carried.

Leave of Absence

MOTION NO. 5462: It was moved by Mr. Munro, seconded by Mr. Galbraith that Donald G. Brown, Assistant Professor of Education, be granted a leave of absence without pay one-half time fall quarter, 1981, and full-time leave of absence without pay winter quarter, 1982, time not to count towards seniority. The motion carried.

MOTION NO. 5463: It was moved by Mr. Munro, seconded by Mrs. Clifton, that E. Lillian Canzler, Assistant Professor of Education, be granted a leave of absence without pay winter quarter, 1982, time to count towards seniority. Motion carried.

MOTION NO. 5464: Mr. Hogan moved, seconded by Mr. Munro, that John E. Meany, Associate Professor of Chemistry, be granted a leave of absence without pay winter and spring quarter, 1982, time to count towards seniority. Motion carried.

MOTION NO. 5465: On motion of Mr. Hogan, seconded by Mr. Galbraith, and passed by the Board, Steven Farkas, Associate Professor of Geology was granted a leave of absence without pay September 1, 1981 through June 30, 1982, time to count towards seniority.

Distinguished Civil Service Recognition (taken out of order on agreement by the Board)

Mr. Courtney Jones, Vice President for Business and Financial Affairs, presented the recommendation for award of Distinguished Civil Servant status to Albert Bruley.

MOTION NO. 5466: Mrs. Clifton moved, seconded by Mr. Galbraith that Albert Bruley, Maintenance Mechanic II, Housing, be awarded the status of Distinguished Civil Servant. Motion carried.

The recommendation for award of Distinguished Civil Servant status to Kennie L. Doering was presented by Mr. Courtney Jones.

MOTION NO. 5467: It was moved by Mr. Munro, seconded by Mr. Hogan, that Kennie L. Doering, Custodian Supervisor, Physical Plant, be awarded the status of Distinguished Civil Servant. The motion carried.

The recommendation for award of Distinguished Civil Servant status to Janice L. Gomez was presented by Dr. Edward Harrington, Vice President for Academic Affairs.

MOTION NO. 5468: On motion of Mrs. Clifton, second by Mr. Munro, Janice L. Gomez, Statistician in the Office of Institutional Studies was awarded Distinguished Civil Servant status by unanimous vote.

Mr. Courtney Jones presented the recommendation for award of Distinguished Civil Servant status to Mildred Hocht.

MOTION NO. 5469: It was moved by Mrs. Clifton, seconded by Mr. Munro, that Mildred Hocht, Food Service Worker, Food Services, be awarded the status of Distinguished Civil Servant. Motion carried.

Mr. Courtney Jones presented the recommendation for award of Distinguished Civil Servant status to Ruth O'Connor.

MOTION NO. 5470: Mr. Galbraith moved, seconded by Mr. Hogan, to award Distinguished Civil Servant status to Ruth O'Connor. Motion carried.

Mr. Courtney Jones presented the recommendation for award of Distinguished Civil Servant status to Kathryn Wallace.

MOTION NO. 5471: Mr. Galbraith moved, seconded by Mrs. Clifton, that Kathryn Wallace, Food Service Supervisor, Food Services, be awarded the status of Distinguished Civil Servant. Motion carried.

Fees

Paramedic Program user's fee

Dr. Jimmie Applegate, Dean, School of Professional Studies, presented to the Board the rationale for the proposed Paramedic Program user's fee, explaining that in the past the program had been funded by a grant. Grant monies are no longer available for the Paramedic Program and the costs to be covered by the proposed fee are directly related to the insurance, medical supplies, and the testing services for the students.

MOTION NO. 5472: Mr. Galbraith moved, seconded by Mrs. Clifton, to assess a user's fee of \$125 per student per academic year to cover the costs of the Paramedic Program. The motion carried.

It was further understood by the Board that this fee is established as an interim way of handling the fiscal needs of the program which will be flagged for a future report to the Board. President Garrity stated that he will interpret this to mean we have no authority to carry the fee forward to the next biennium without a report to the Board.

Increase in tuition - Child Study Program in the Psychology Department

MOTION NO. 5473: It was moved by Mr. Hogan, seconded by Mrs. Clifton to increase the quarterly tuition per child in the Psychology Department's Child Study Program from \$100.00 to \$125.00 effective Fall Quarter, 1981. Motion carried.

Fee change for mailing lists of employment opportunities to Alumni

MOTION NO. 5474: Mr. Galbraith moved, seconded by Mr. Hogan, to increase the charge for mailing lists of employment opportunities to Alumni from \$5.00 to \$10.00 per level (e.g., elementary, secondary, college or government/business) per four-month period within a placement year. The motion carried.

Non Sufficient Fund (NSF) check fees

MOTION NO. 5475: Mr. Hogan moved, seconded by Mr. Galbraith, that the charge for processing NSF checks be increased to \$7.00 per check provided such fee does not exceed statutory limitations. The motion carried.

Mr. Owen F. Clarke, Jr., Assistant Attorney General will verify the legal limitations and advise the Board if the fee is not appropriate.

1982 Capital Budget

MOTION NO. 5476: Mr. Hogan moved to approve the 1982 Capital Budget Request as submitted. Motion seconded by Mr. Munro, and passed. (A copy of the document is on file in the President's office.)

Resolution 81-1 Establishing a bank account at the Puget Sound National Bank

MOTION NO. 5477: Mr. Hogan moved, seconded by Mr. Galbraith, to adopt Resolution No. 81-1 establishing a bank account at the Puget Sound National Bank, Thunderbird Branch, located in Tacoma, WA, for the purpose of depositing registration fees collected at the CWU Extended Degree Center at Fort Steilacoom Community College. The motion carried.

This bank account is being set up as a depository for the registration fees which are collected at the CWU Extended Degree Center at Fort Steilacoom Community College in Tacoma. In the past, CWU personnel have had to make these deposits at a Rainier Bank branch which is very inconveniently located, requiring an hour's drive to reach it. In the interest of security and time, establishment of a bank account for "deposit only" transactions by personnel from the Extended Degree Center in the subject bank will alleviate the situation. These deposits will be transferred periodically to CWU's account at Ellensburg's Rainier Bank.

Lind Physics Remodeling

MOTION NO. 5478: Motion by Mr. Munro, seconded by Mr. Galbraith, was passed accepting as complete the remodeling of Physics Laboratories under contract with Belsaas & Smith, Ellensburg.

Lind Hall Elevator

MOTION NO. 5479: Mr. Hogan moved, seconded by Mrs. Clifton, to accept as complete the construction of the Lind Hall Elevator by Gilbert Moen Co. Motion carried.

Language-Literature and Samuelson Union Building reroofing projects

MOTION NO. 5480: Motion by Mr. Hogan, seconded by Mr. Munro, to accept as complete the reroofing projects from the Yakima Valley Roofing Co., Inc. on the Language-Literature and Samuelson Union buildings. The motion carried.

Reroofing Holmes Dining Hall

MOTION NO. 5481: Motion by Mr. Hogan, second by Mr. Munro, to accept as complete the contract work for the reroofing of Holmes Hall as performed by Interbay Roofing Company, Inc., Seattle, WA. Motion carried.

Installation of fire suppression devices--Tunstall, Holmes, and SUB Kitchens

MOTION NO. 5482: Mr. Munro moved, seconded by Mr. Galbraith, to accept as complete the installation of fire suppression devices in the fry areas of Tunstall Commons, Holmes Dining Hall and Samuelson Union Building kitchens. The motion carried.

Installation of Economizer - Boiler House

MOTION NO. 5483: Motion by Mr. Hogan, second by Mr. Galbraith, that the installation of economizer in the boiler house project be accepted as complete from Washington Mechanical Contractors, Inc. of Seattle. The motion carried.

EXECUTIVE SESSION

The Chairman recessed the meeting at approximately 9:35 P.M. to allow the Board to go into executive session to discuss personnel matters.

RECONVENED

Chairman Broughton reconvened the meeting of the Board of Trustees at approximately 11:00 P.M.

Faculty Appointments - Norton, Potter, Vance, and Yoxtheimer

MOTION NO. 5484: Mr. Munro moved, seconded by Mr. Galbraith, that the following faculty appointments be made:

J. Byron Norton, Assistant Professor of Accounting, for the 1981-82 academic year

Mary Jean Potter, Associate Professor of Education, appointment effective for the 1981-82 academic year (contingent upon receipt of doctorate by September 24, 1981)

William C. Vance, Assistant Professor of Leisure Services, for the 1981-82 academic year (contingent upon receipt of the doctorate by September 24, 1981)

Tim Lee Yoxtheimer, Assistant Professor of Technology and Industrial Education, effective January 1, 1982.

The motion carried.

Revised faculty salary scale and policy for chair salaries

MOTION NO. 5485: It was moved by Mr. Munro, seconded by Mr. Hogan, to approve the revised faculty salary scale and the proposed policy for chair salaries as submitted by the administration. Motion carried. (Copies of the scale and the policy are on file in the president's office.)

MOTION NO. 5486: Mrs. Clifton moved, seconded by Mr. Munro, to approve the professional growth step increase to faculty as recommended by the administration in keeping with the new faculty salary scale. Motion carried.

Faculty merit salary increases

MOTION NO. 5487: Motion by Mrs. Clifton, second by Mr. Galbraith, to approve merit salary increases as recommended by the administration. Motion carried.

Administrative Exempt salary scale

MOTION NO. 5488: Mr. Munro moved, seconded by Mrs. Clifton, to approve the adjusted administrative exempt salary scale submitted by the administration effective October 1, 1981 in accordance with the Legislative provision in the 1981-83 budget and the 1981-82 budget approved by the Board June 19, 1981. Motion carried.

Administrative Exempt merit recommendations

MOTION NO. 5489: Mrs. Clifton moved approval of the merit raises as presented by the administration and further that Dr. Garrity be given the merit category of distinguished and the appropriate amendment of the salary scale accomplished. Seconded by Mr. Munro and passed by unanimous vote of the Board.

MOTION NO. 5490: Mrs. Clifton moved, seconded by Mr. Munro, to approve an adjustment in the pay of the administrators who hold academic rank by one step on the new salary scale for those who received a merit award. Motion carried.

Stipends for Graduate Assistants

MOTION NO. 5491: Mr. Galbraith moved, seconded by Mr. Hogan, that the graduate assistant stipends be set at the level of \$4,100 effective October 1, 1981 for a 20-hour per week appointment. Motion carried.

Addition to limited contracting authority for the Director of Athletics

MOTION NO. 5492: Mr. Hogan moved to amend Resolution No. 80-7 entitled "For selected contracting and purchasing activities," (and as amended by Motion No. 5404) by addition of the underlined clause as follows:

Director of Athletics. Limited to contracting with other colleges and universities for "Athletic Contest Agreements" when such do not require expenditure of Central Washington University funds, and to contracting for officiating services requiring expenditure of funds in amounts not to exceed \$150.00 per contract. This authority shall include the responsibility for maintaining files of such agreements in the Department of Physical Education in lieu of submission to the CWU central file of contracts.

The motion was seconded by Mrs. Clifton and passed.


NEXT MEETING

President Garrity asked that the Board consider a special meeting for the purpose of discussing matters relating to the university budget and the anticipated governor's order for budget reductions. Chairman Don Broughton set the special session for 7 P.M., September 25, 1981.

The next regular meeting of the Board will be November 20, 1981, 7:00 P.M., in Bouillon 143.

ADJOURNMENT

Chairman Broughton adjourned the meeting at approximately 11:35 P.M.


Gloria Craig
Secretary
Board of Trustees
Central Washington University


Don F. Broughton, Chairman
Board of Trustees

PRESENT

Mr. Don F. Broughton, Chairman (was returned with telephone at 11:35 P.M.)
Mr. Stephen R. Smith, Vice-Chairman
Mr. Thomas L. Williams
Mr. Jack Hogue
Mr. Linda J. Gifford

ABSENT

Dr. Donald L. Smith, President
Dr. Robert G. Thompson, Vice-President and Academic Officer
Dr. Carolyn E. Adams, Vice President for Business & Finance
Dr. Susan E. Cox, Dean of Students

ATTENDANCE BY INVITEE

No invitees were available for participation at this time.

MINUTES OF THE MEETING

There were no changes to the minutes of the meeting at the meeting.

REPORTS

Administrative

Resolutions were adopted as follows:

Robert M. Smith, Jr., Assistant Professor of Business
Administration, Coordinator of Business Programs,
University of Idaho, 1001, Avenue August 21, 1984

Robert M. Smith, Jr., Professor of Business, Coordinator of
Administrative Programs, University of Idaho, 1001, Avenue August 21, 1984
in the Department of Business Administration, University of
the United States of America

COMMITTEES

The Board of Trustees, meeting at the following meeting: